



Ministry of Labour

**e - Forms User Manual
(Juvenile Work Permit)**

Navigation to Eforms

User can access eforms in 2 ways

- Service Map
- Eforms Menu Bar

Service Map

A Service map is a link through which user can easily access list of eforms organized in hierarchical order in tree view format. This helps users to quickly find desired form on the site.



Eg. If a user needs to type a Modify Company form then he / she should click on Establishment and then click on Modify Company.

Eforms Menu Bar

User can access the eforms through Eform Menu bar at the top of the page. These forms are organized in hierarchical order in menu format. This helps users to quickly find desired form on the site.



Eg. If a user needs to type a Sponsorship Cancellation form then he / she should click on eform menu bar , then select cancellation and then choose Sponsorship Cancellation.

Juvenile Work Permit

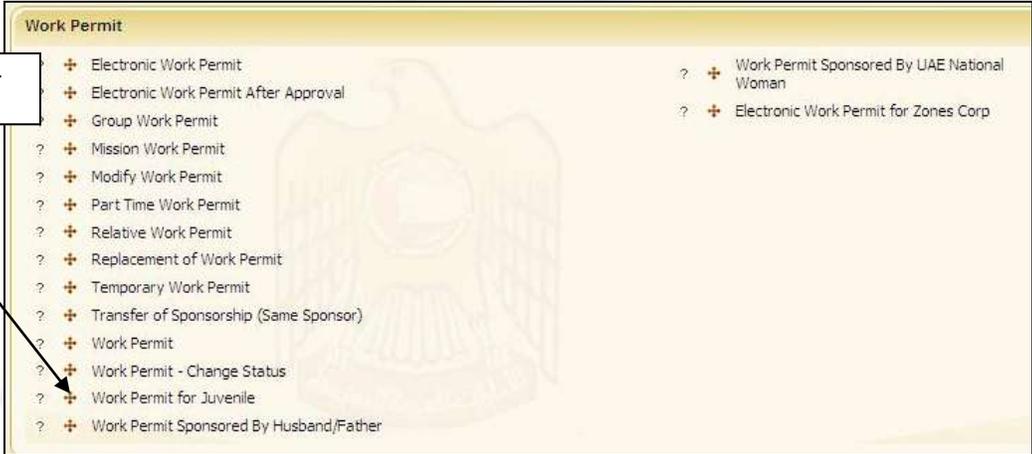
Introduction

Juvenile work permit service is use to apply for work permit for minors below 18 years of age.

Functional Description

- Click on "Juvenile Work Permit".

Select "Work Permit for Juvenile"



The screenshot shows a menu titled "Work Permit" with a list of options. An arrow points from a text box on the left to the "Work Permit for Juvenile" option in the list. The options are:

- Electronic Work Permit
- Electronic Work Permit After Approval
- Group Work Permit
- Mission Work Permit
- Modify Work Permit
- Part Time Work Permit
- Relative Work Permit
- Replacement of Work Permit
- Temporary Work Permit
- Transfer of Sponsorship (Same Sponsor)
- Work Permit
- Work Permit - Change Status
- Work Permit for Juvenile
- Work Permit Sponsored By Husband/Father
- Work Permit Sponsored By UAE National Woman
- Electronic Work Permit for Zones Corp

- Enter company number of the company for which the work permit needs to be applied; sponsor name in English and Arabic and press "Go".



The screenshot shows a form titled "Enter your Details" with three input fields and a "Go" button. The fields are:

- Company No
- Sponsor Name(English)
- Sponsor Name(Arabic)

Below the fields is a "Go" button.

- On clicking "GO" a form is displayed that needs to be completed.

Username: RAFITEST		Date: 16/06/2011 10:51:14	
Company Information			
Company Number	235444 2-A	License No	233642
Expiry Date	29/08/2011		
Company Name	GLOBAL INFORMATION TECHNOLOGY L.L.C		
PoBox	7982	Emirate	Dubai
Labour Office	Dubai		
Person Information			
Person Name(Arabic) *	<input type="text"/>		
Person Name(English) *	<input type="text"/>		
Birth Date *	<input type="text"/> 12	Gender *	SELECT <input type="button" value="v"/>
Nationality *	<input type="text"/>	Previous Nationality *	<input type="text"/>
Country of Birth *	<input type="text"/>	Marital Status *	<input type="text"/>
Passport No *	<input type="text"/>	Passport Type *	<input type="button" value="v"/>
Birth Place(Arabic) *	<input type="text"/>	Birth Place(English) *	<input type="text"/>
Passport Issue Date *	<input type="text"/> 12	Passport Expiry Date *	<input type="text"/> 12
Passport Place (Arb) *	<input type="text"/>	Passport Place (Eng) *	<input type="text"/>
Country Of Issue *	<input type="text"/>	Permanent Country *	<input type="text"/>
Religion *	<input type="text"/>	Faith *	<input type="text"/>
Education *	<input type="text"/>		
Mother Name(Arabic) *	<input type="text"/>		
Mother Name(English) *	<input type="text"/>		
Spoken Language *	<input type="text"/>	Mobile No.(Abroad) *	<input type="text"/>
Address Abroad *	<input type="text"/>		
Documents Scanned	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/> Contract Saved	
Contact Information			
Person Name (English) *	<input type="text"/>	Person Name (Arabic) *	<input type="text"/>
ID Number *	<input type="text"/>	ID Type *	SELECT ID TYPE <input type="button" value="v"/>
Mobile No. *	<input type="text"/>		
<input type="button" value="Contract Information"/>		<input type="button" value="eSign"/>	<input type="button" value="Attachments"/>
		<input type="button" value="Save"/>	
<input type="button" value="Close"/>			

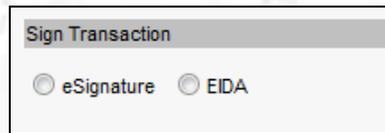
- Fields with (*) are mandatory and needs to be filled.
- Complete the form entering employee information.
- Enter contact information of the person who should be contact in future for any reference.
- Enter contact person ID type and ID number.
- Contact mobile numbers should always start with 050 OR 055 OR 056 and should be 10 digits.

- Complete contract information of the employee filling the contract form.

Contract Information		
UserName: TESTUSER		Date: 25/07/2010 02:21:17
Contract Information		
Job Title *	2421022	TEACHER (KINDERGARTEN)
Working Hours *	8	Annual Leave * 30
Basic Salary *	5000	Total Salary * 6000
Basic Salary-English (InWords) *	FIVE THOUSAND DIRHAMS	
Basic Salary-Arabic (InWords) *	خمسة الاف درهما	
Contract Duration *	<input checked="" type="radio"/> Limited <input type="radio"/> UnLimited	
Start Date *	27/07/2010	End Date * 18/08/2011
Probation Period (in Months) *	3	
	English	Arabic
Accommodation Allowance *	1000	1000
Transport Allowance *	1000	1000
Other Allowance1		
Other Allowance2		
Other Allowance3		
Other Allowance4		
Other Conditions A		
Other Conditions B		
<input type="button" value="Save"/> <input type="button" value="Close"/>		

- Enter job title of the applicant.
- Annual Leave, Basic Salary should be more than "0"
- Total salary should be more than the basic salary.
- Limited contract should have a start and end date; unlimited contract requires only a start date.
- Contract start date should be between entry date and today's date and contract end date should not be more than 3 years from the contract start date for limited contract.
- Educational contracts (eg. For teachers) will have an additional contract page in the print receipt giving details of their job terms and condition.
- Accommodation and transportation allowance are mandatory to be filled.

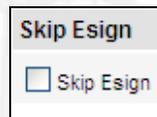
- Complete and save the form.
- Scan and attach the following documents.
 1. Applicants Photo
 2. Passport Copy
 3. Based on the job if Teacher scan Ministry of Higher Education Approval Letter
 4. If Medical Professional scan Ministry of Health Approval
 5. If Driver scan Driving license
- If you are unable to scan, please visit the below link where in you will get help to install the required drivers to help scan.
<http://eservices.mol.gov.ae/Molforms/help/usermanual.htm>
- Esign or EIDA card is required to complete this transaction.
- When clicking on esign, you will get an option to choose Esign or EIDA card.



Sign Transaction

eSignature EIDA

- Enter you card pin, on verification of the pin transaction will be electronically signed
- If the applicant does not have an esignature or EIDA card at the time of getting the application typed, you can choose skip esign option and the transaction can be signed electronically through enetwasal.



Skip Esign

Skip Esign

- On completing the form click on "Save". After save, you will be diverted to payment gateway where payment for the transaction should be made.
- On completion of payment you will receive a receipt which needs to be given to the customer.



MD9900962AE

الرقم : 002104 11801000
 ملكه من : ام القيوين
 اسم المستشفى : مستشفى ام القيوين
 نوع الخدمة : تصحيح سداد قطني

1. This is single visit for electronic visit permit.
 2. في حالة دفع مبالغ غير صحيحة أو غير كاملة الطلب وتطبيق قانون المعلومات، وتتم جرمانته
 مع تصل إلى 10,000 درهم للمخالفة الواحدة.

Note

Application with wrong information will be cancelled and dealt as per sanction of law. Fines up to 10,000 AED per application may be imposed

- تعليمات وإجراءات -

1. يجب ان يكون المريض قد تم فحصه من قبل الطبيب المعالج في المستشفى.
 2. يجب ان يكون المريض قد تم فحصه من قبل الطبيب المعالج في المستشفى.
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 6. يجب ان يكون المريض قد تم فحصه من قبل الطبيب المعالج في المستشفى.
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 9. يجب ان يكون المريض قد تم فحصه من قبل الطبيب المعالج في المستشفى.
 10. يجب ان يكون المريض قد تم فحصه من قبل الطبيب المعالج في المستشفى.

Medical Fines Imposition should be accepted by either Ministry of Health or the local health department. Fines on the provider, physician, clinician or primary clinician of hospital visit not be accepted starting from 01/01/2020.

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Receipt

